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MEMORANDUM FOR: All Members Mail & Courier Task Force

SUBJECT : Agenda for Meeting

1. Attached are copies of the Agenda for the next meeting of the Mail and Courier Task Force. The meeting date has been set reasonably far in advance to allow each member time to work with other interested members of his component in developing specific ideas for discussion.

2. The Agenda is quite long and comprehensive. It is anticipated that several meetings may be required to cover the material. Subsequent meetings will be scheduled at times most convenient to conferees.



Office of the Deputy Director  
(Support)

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Attachment:  
Agenda for Meeting

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h. Consider the possibility of including within the courier service the considerable number of documents now moved inter-Agency on an ad hoc basis.

6. Internal Mail Delivery and Pick-up Service.

a. Have we established mail delivery points and schedules best suited to the requirements of the customer? Are there too many or too few delivery points? Are deliveries made more or less frequently than necessary for effective onward movement to action offices or desk? Are adjustments in service indicated? Does the tube system adequately service expedite material and eliminate or decrease requirement for hand carry?

b. Is it possible to interchange mail between couriers on each floor without return to a central mail room for re-sort and onward movement?

c. The publication of a complete detailed mailing address of all components with office symbols, room and telephone numbers would be of assistance to all mail senders and would considerably reduce the sorting and handling time for delivery. Is such a list feasible and if so, how frequently should it be published?

d. There are probably as many systems for intra-component movement of mail as there are components. Most of these undoubtedly service adequately the needs of the component. However, it is possible that no one component acting independently has been able to achieve the ultimate in this field. It is desired that a detailed discussion be held on this subject with the view to consideration for adoption of applicable good ideas for improvement.

e. Most outgoing U. S. mail requiring postage is now forwarded to the Office of Logistics central mail room. Would the establishment of an operational postage stamp account  at appropriate sending points improve service?

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7. Receipts for Classified Mail.

a. Inter-Agency. Section 8 of Executive Order 10501, as revised is here quoted:

"Section 8. Transmission: For transmission outside of a department or agency, classified defense material of the three categories originated under the provisions of this order shall be prepared and transmitted as follows:

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(a) Preparation for Transmission: Such material shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A receipt form shall be attached to or enclosed in the inner cover, except that Confidential material shall require a receipt only if the sender deems it necessary. The receipt form shall identify the addressor, addressee, and the document, but shall contain no classified information. It shall be signed by the proper recipient and returned to the sender.

(b) Transmitting Top Secret Material: The transmission of Top Secret material shall be effected preferably by direct contact of officials concerned, or, alternatively, by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system especially created for that purpose, or by electric means in encrypted form; or in the case of information transmitted by the Federal Bureau of Investigation, such means of transmission may be used as are currently approved by the Director, Federal Bureau of Investigation, unless express reservation to the contrary is made in exceptional cases by the originating agency.

(c) Transmitting Secret Information and Material: Secret information and material shall be transmitted within and between the forty-eight contiguous states and the District of Columbia, or wholly within Alaska, Hawaii, the Commonwealth of Puerto Rico, or a United States possession, by one of the means established for Top Secret information and material, by authorized courier, by United States registered mail, or by the use of protective services provided by commercial carriers, air or surface, under such conditions as may be prescribed by the head of the department or agency concerned. Secret information and material may be transmitted outside those areas by one of the means established for Top Secret information and material, by commanders or masters of vessels of United States registry, or by the United States registered mail through Army, Navy, Air Force, or United States civil postal facilities; provided that the information or material does not at any time pass through a foreign postal system. For the purposes of this section registered mail in the custody of a transporting agency of the United States Post Office is considered within United States Government control unless the transporting agent is foreign controlled or operated. Secret information and material may, however, be transmitted between United States Government or Canadian Government

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installations, or both, in the forty-eight contiguous states, the District of Columbia, Alaska, and Canada by United States and Canadian registered mail with registered mail receipt. Secret information and material may also be transmitted over communications circuits in accordance with regulations promulgated for such purpose by the Secretary of Defense.

(d) Transmitting Confidential Information and Material.

Confidential information and material shall be transmitted within the forty-eight contiguous states and the District of Columbia, or wholly within Alaska, Hawaii, the Commonwealth of Puerto Rico, or a United States possession, by one of the means established for higher classifications, or by certified or first-class mail. Outside those areas Confidential information and material shall be transmitted in the same manner as authorized for higher classifications.

(e) Within an Agency: Preparation of classified defense material for transmission, and transmission of it, within a department or agency shall be governed by regulations, issued by the head of the department or agency, insuring a degree of security equivalent to that outlined above for transmission outside a department or agency."

b. It will be noted that receipts are required for inter-agency transmittal of material classified Secret and Top Secret. Confidential material requires a receipt only if the sender deems it necessary. It is desired to discuss the matter of courier and document receipts with the view of a uniform approach to the problem and possible standardization of the forms to be used. Please bring samples of forms used.

c. Intra-Agency. The Director of Security has advised the Task Force Chairman that Executive Order 10501 does not require the use of receipt forms for transmittal of Secret and below material within an agency, but leaves this matter to the discretion of the head of the agency, specifying only "good accountability records." Discussion is desired concerning a uniform policy in this matter. Individual statements concerning use of receipts such as "I want to be sure the document was received" or "I want to be able to prove I sent it" should not be overlooked. On the other hand, serious consideration of the time and cost involved in printing, preparation and handling of receipt forms and their actual value in mail handling is indicated. In spot checking on temporarily lost or mislaid documents it will be found the occurrence is rare and the result of human error. It is not believed that any control system will produce missing documents - therefore,, the arguments for controls should be examined with this fact in mind.

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8. Internal Control (logging) of Classified Material.

a. A consolidation of the replies to a recent Mail Control Questionnaire revealed a variety of practices current in the Agency. In many instances, it appears that the same material is logged at several points within a component prior to delivery to the action desk. As indicated in paragraph 7c above, the basic requirement is for "good accountability records." Is it believed possible to provide adequate accountability for records by logging material only once within a major component of a DD area? If so, where within the component? In Headquarters should the unit manning the tube station do the logging? If done at a branch or comparable level, what if any prior mail receiving and sorting points are needed?

b. The replies to the Questionnaire cited above indicated a wide variety of logging procedures and forms in use. Please be prepared to discuss this matter in detail and bring copies of the forms in use. Your ideas on standardization of procedures and forms are solicited.

c. It has been noted that many registries thru which material passes assign a unit registry control number which results in as many as a half dozen control numbers being assigned to the same document. Should originators assign a control number which could be universally used as is done in the DD/P dispatch correspondence system? Is it desirable to develop a form such as the dispatch form for internal correspondence purposes?

9. Two separate but related subjects have been brought to the attention of the Task Force Chairman, e. g. (a) the matter of classification of material, more specifically, overclassification and (b) a mail procedure handbook.

a. It is suggested that members of the Task Force review  (and EO 10501 if available) pertaining to classification. It is believed that a general discussion on this matter will produce some results which will be helpful in our mail control problem.

b. A handbook on mail procedures undoubtedly would be helpful, particularly in training new employees and for reference purposes. Questions which arise include: Is it possible to publish an all inclusive Agency handbook or should each component prepare one tailored to its specific requirements? Can we have an Agency handbook establishing certain basic principles, procedures and forms to be supplemented by component routing and handling guides? If a handbook is to be prepared who would be designated action agent?

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